

## File a Reclaim Electronically

If you are the person who filed a new civil or family case electronically in the Superior Court (plaintiff), you will have electronic (on-line) access to the case right away. If you are the plaintiff in any existing e-filable case or if you are filing a new case on paper or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case. (See the section on requesting electronic access.) Once you have electronic access to the case, you can file your reclaim form on-line. If you do not have electronic access to your case, you can only file your reclaim form on paper with the clerk of the court where your case is located. **Note:** Dissolution of marriage, legal separation, annulment and civil union dissolution, legal separation and annulment cases are only e-filable if they were started on or after December 15, 2014.

The reclaim form (JD-CL-6) is a system-populated form. A system-populated form is a document that the e-filing system fills out for you based upon the information that is already in the e-filing system, such as the name and the docket number of the case and the names of appearing parties. You must give some additional information and then the system will show you the completed form to look over before you e-file it. E-filing has six system-populated forms: appearances, certificates of closed pleadings, jury claims, motions for continuance, reclaims, and withdrawals of all kinds, except withdrawals of appearance.

If the information you provided when you enrolled in E-Services has changed, you will be able to change what is automatically filled out on the reclaim form. You should also change it on your E-Services account.

Here is a checklist of what you must do to file a reclaim on-line.

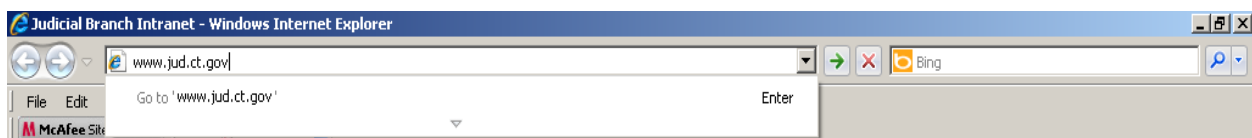
To file a reclaim on-line, you must:

1. Enroll in E-Services to set up a User ID and password
2. Log in to E-Services with your User ID and password to request electronic access to your case
3. Be approved for electronic access by the clerk of the court
4. Log in to E-Services with your User ID and password
5. Go to the main page (case detail page) for your case
6. Choose E-file a Reclaim as your desired case activity
7. Fill in the required information in the system, and if it is filled in for you, make sure the information is correct
8. Sign your reclaim by typing in your User ID
9. Review your reclaim
10. Print a copy of your reclaim to send to all other self-represented parties and attorneys of record
11. Print the confirmation page that gives you the information on what you filed with the court
12. Send a copy of the reclaim to all other self-represented parties and attorneys of record

### ***Instructions and pictures to tell you how to file your reclaim on-line:***

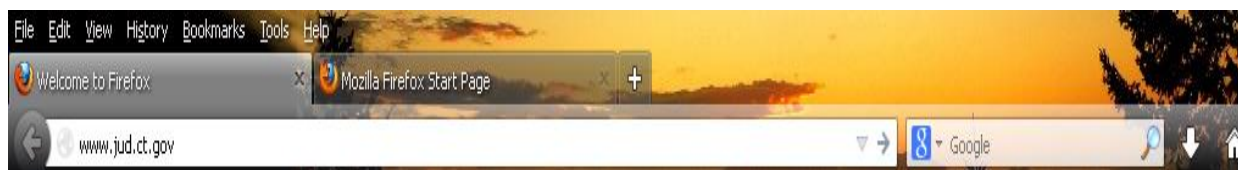
1. In the address bar, type <http://www.jud.ct.gov>. The Judicial Branch supports two browsers – Microsoft Internet Explorer® version 6 or higher, or Firefox 3 or higher. The address bar for those browsers is shown below:

Microsoft Internet Explorer®:



## File a Reclaim Electronically (continued)

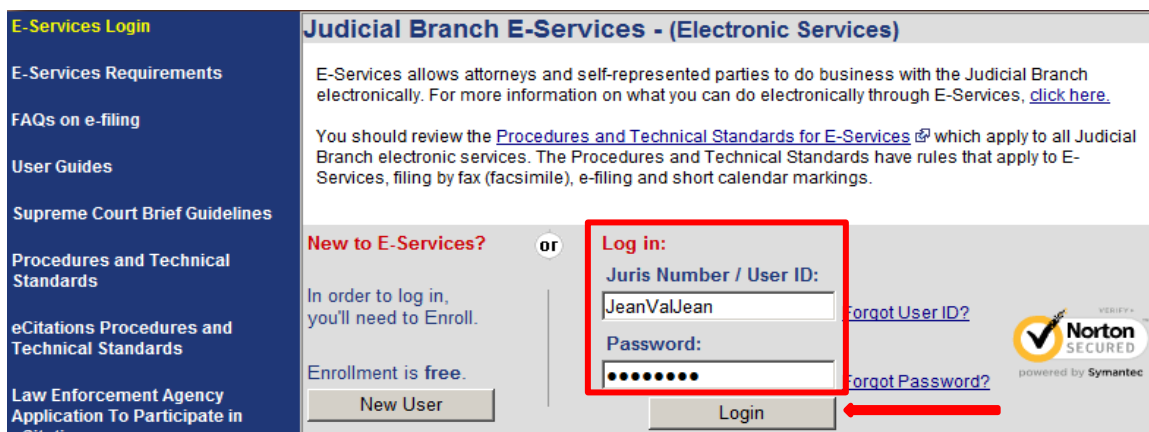
Firefox:



2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page



3. Click **LOG-IN**
4. The log-in page will appear.
5. Enter your User ID and your password



## File a Reclaim Electronically (continued)

6. Click **Login** to log in to E-Services and go to the E-Services home page.
7. Select **Civil / Family Menu** from the menu options on the E-Services home page



8. You will see the Civil / Family Menu. To file a reclaim in an existing case, you must go to the main page (case detail page) for the case.



**Note:** You can go to the case detail page of your case by:

- Clicking on the docket number of a case shown in the list of cases with pending electronic access requests or approval for electronic access (outlined in **purple** at the bottom of the page shown); or
- Choosing **By Docket Number** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown); or
- Choosing **By Party Name** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown); or
- Choosing **List My Cases** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in **red** on the left side of the page shown).

## File a Reclaim Electronically (continued)

If the case name and docket number do not appear in your list of cases on this page,



The cases listed on this page are the cases that you have requested electronic access to or cases for which your electronic access has already been approved. If you have not requested and been approved for electronic access to a case, you cannot file on-line in that case.

To ask for electronic access to a case, you must go to the case detail page of the case by entering the docket number or a party name. On the case detail page, you must select **Request Electronic Access**, fill out and print the request form and take the form and an acceptable form of photo identification to the clerk's office at the court where the case is located.

You can get more information about requesting electronic access on the E-Services Welcome page under the **Self-represented Parties** tab or in the **Civil and Family E-Filing Manual – Self-Represented Parties Guide**.

9. Click the docket number of the case shown in the list at the bottom of the page to go to the case detail page

The screenshot shows the "Civil and Family E-Services" interface for the State of Connecticut Judicial Branch. The user is logged in as "PETRIE, LAURA M. v. PETRIE, ROBERT S." with case number "HHB-FA14-6023671-S". The page displays case details such as "Case Type: F00", "Court Location: NEW BRITAIN", and "Last Action Date: 08/28/2014". A "Select Case Activity" dropdown menu is open, showing options: "E-File an Appearance", "E-File a Pleading or Motion", and "E-File a Reclaim" (which is highlighted in red). A "Go" button is next to the dropdown. The left sidebar contains navigation links like "E-File a New Case", "E-File on an Existing Case", and "Court Events".

10. Click the dropdown arrow

11. Select **E-file a Reclaim** and click **Go**

12. You will see the following page:

## File a Reclaim Electronically (continued)

HBB-FA14-6023671-S		PETRIE, LAURA M. v. PETRIE, ROBERT S.	
Prefix/Suffix: [none]	Case Type: F00	File Date: 08/27/2014	Return Date: 09/16/2014

[Hide Instructions](#) [E-File a Reclaim](#)

**Instructions:** Check the box next to the motion or objection that you want to reclaim for the short calendar. You can reclaim a maximum of eight (8) motions or objection at one time. You cannot reclaim a document that shows "not claimable" instead of a checkbox. You cannot reclaim a motion or objection that shows "Claimed to Calendar" instead of a checkbox because it has already been scheduled on a future short calendar.

After you select the motion or objection, check one or more of the boxes below the list of documents to tell the court whether the motion or objection is

- a Superior Court matter;
- a family support magistrate matter; and
- if it is assigned for trial.

You must then select "Continue" to complete the reclaim. If you do not want to file the reclaim, select "Cancel" to return to the case detail page for the case.

If this is the correct case, select motion(s) to claim/reclaim below.  
If this is incorrect, select "Cancel" to return to the Case Detail page.

Select Motion(s) to (Re)claim	Entry No	Entry Date	Description	Document Description	Initiated By	Arguable	Result	Result Date	Ordered By
Not Claimable	100.30	AUG 27 2014	RETURN		Court	No			
Not Claimable	100.31	AUG 27 2014	CERTIFICATION - PUBLIC ASSISTANCE		Court	No			
<input type="checkbox"/>	101.00	AUG 28 2014	MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE	Motion for alimony, custody of minor children and child support pendente lite	P	No			

☐ Superior Court (Other than Family Support Magistrate Matters)  
☐ Family Support Magistrate Matters  
☐ Assigned for Trial

[Continue](#) [Cancel](#)

13. Check the box next to the entry number and name of the item that you want to reclaim.

**Note:** You can't reclaim some documents that you file with the court. If the Judge does not need to take any action on the document, it does not go on a short calendar, and you can't reclaim it. For example, an answer, memorandum of law or a brief does not go on the short calendar. They are in the court file, but the Judge does not have to enter an order on them. They appear on this list but, you will see "Not Claimable" next to them instead of a checkbox. If a motion or objection is already on a short calendar for a future date, you will see "Claimed to Calendar" next to it. You cannot reclaim something that is already on the short calendar.

14. Click in the appropriate circle to say whether the matter being reclaimed is:

- a Superior Court matter (other than Family Support Magistrate Matters); or
- a Family Support Magistrate matter

Select Motion(s) to (Re)claim	Entry No	Entry Date	Description	Document Description	Initiated By	Arguable	Result	Result Date	Ordered By
Not Claimable	100.30	AUG 27 2014	RETURN		Court	No			
Not Claimable	100.31	AUG 27 2014	CERTIFICATION - PUBLIC ASSISTANCE		Court	No			
<input type="checkbox"/>	101.00	AUG 28 2014	MOTION FOR ALIMONY, CUSTODY OF MINOR CHILDREN AND CHILD SUPPORT PENDENTE LITE	Motion for alimony, custody of minor children and child support pendente lite	P	No			

☒ Superior Court (Other than Family Support Magistrate Matters)  
☐ Family Support Magistrate Matters  
☐ Assigned for Trial

[Continue](#) [Cancel](#)

**NOTE:** For *civil* cases, the circle next to "Family Support Magistrate Matters" will be shaded in and unavailable as an option.

15. Check the box if the case is assigned for trial.

16. Choose **Continue** to go to the next page. You can choose **Cancel** if this is not the case you want to file your reclaim in or if the item that you want to reclaim is not in the list.

## File a Reclaim Electronically (continued)

17. Look at the name and address information shown on this page and make any necessary changes to the information. The e-filing system will put these names and addresses in the certification section of the form it is creating for you to file.

**Note:** You must send a copy of the reclaim you are filing to the other self-represented parties and attorneys in your case, and you must include the names and the addresses that you sent the copy to in the reclaim you are filing.

HHB-FA14-6023671-S Prefix/Suffix: [none]	PETRIE, LAURA M. v. PETRIE, ROBERT S. Case Type: F00	File Date: 08/27/2014	Return Date: 09/16/2014
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[Hide Instructions](#) **Certification of Service**

**Instructions:** You must send a copy of the document to other self-represented parties and attorneys in your case, and you must include the names and the addresses that you sent the copy to in the document you are filing. You can look at the name and address information shown on this page and make any necessary changes to the information. The e-filing system will put these names and addresses in the certification section of the form it is creating for you to file.

If you do *not* need to make any changes to the names or addresses, you can enter your User ID to sign the certification, as well as enter your telephone number and the date that you mailed the copy to other self-represented parties and attorneys in your case.

Choose "Continue" to go to the next page to review your document. You can choose "cancel" to end this filing.

**Law Offices of Atticus Finch** **JURIS # 423079**

Party # D-01 ROBERT S. PETRIE

Address of Attorney:  
225 Spring Street  
Wethersfield, CT 06109

Address of Service (if different from attorney address above):

**Other Service Information**  
If you have served anyone else, provide the name and address for each person in the box below.

**Certification of Service**

I certify that a copy of the above was or will immediately be mailed or delivered electronically or non-electronically on the date entered below to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were or will immediately be electronically served.

\* Electronic Signature - Enter your User ID:

\* Telephone: (XXX-XXX-XXXX)

\* Enter Date Mailed/Delivered here: (MM/DD/YYYY)

18. If you do not need to make any changes to the names or addresses, enter your User ID to sign the certification and the motion.

19. Enter your telephone number and the date that you mailed the copy to the other self-represented parties and attorneys in your case.

**Certification of Service**

I certify that a copy of the above was or will immediately be mailed or delivered electronically or non-electronically on the date entered below to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were or will immediately be electronically served.

\* Electronic Signature - Enter your User ID:

\* Telephone: (XXX-XXX-XXXX)

\* Enter Date Mailed/Delivered here: (MM/DD/YYYY)

20. Choose **Continue** to go to the next page to look at your document. You can choose **Cancel** to end this filing.



## File a Reclaim Electronically (continued)

21. Look over the information in the document that appears in the window.

**Note:** You can use the bar on the right side of the window to scroll through the document.

HHB-FA14-6023671-S Prefix/Suffix: [none]	PETRIE, LAURA M. v. PETRIE, ROBERT S. Case Type: F00	File Date: 08/27/2014	Return Date: 09/16/2014
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[Hide Instructions](#) [Display Reclaim Form](#)

Displayed below is the Short Calendar Reclaim form JD-CL-6 with information that you have entered. Please scroll through this form, checking to be sure the information presented is correct. You may select "Change this Reclaim Information" to return to an earlier screen and make changes. You may also print this form if you would like by selecting the "Print" button in Adobe Acrobat. If you wish to proceed with the e-filing of this reclaim, select "E-file this Reclaim." You may also select "Cancel" to end this transaction without e-filing the reclaim. The data will not be saved.

**Warning:** Your document may not appear in the window below right away. It can take several seconds. You should wait until you can see your document before going ahead with this filing. Please review your Short Calendar Reclaim before submitting.

<b>Review Document</b>	<a href="#">Zoom In</a> <a href="#">100%</a> <a href="#">Zoom Out</a>	<a href="#">View All Pages as PDF</a>
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**SHORT CALENDAR LIST  
CLAIM/RECLAIM**  
JD-CL-6 Rev. 6-12  
Pr. Bk. Secs. 11-13, 11-16, 11-18, 17-31, 25A-13

STATE OF CONNECTICUT  
SUPERIOR COURT  
www.jud.ct.gov

**Instructions**  
Do not file with original motion. Use only for reclaiming motions or for motions that must be claimed by rule (Connecticut Practice Book section 17-31).

Return date  
**Sep-16-2014**  
Docket number  
**HHB-FA-14-6023671-S**

Name of case (Full name of Plaintiff v. Full name of Defendant)  
**PETRIE, LAURA M. v. PETRIE, ROBERT S.**

☒ Judicial District ☐ Housing Session ☐ Geographical Area Number  
**20 FRANKLIN SQUARE NEW BRITAIN, CT 06051**

The: ☒ Plaintiff ☐ Defendant ☐ Support Enforcement Officer  
☐ Other (Specify) \_\_\_\_\_

is claiming or reclaiming the following motion(s) for the **SHORT CALENDAR LIST**:

Date of Motion	Number of Motion (If Anyways)	Title of Motion
<b>AUG 28 2014</b>	<b>101.00</b>	<b>MOT ALIMNY-CUSTDY-SUPPRT</b>

22. Be sure the information you entered in the form is correct. You can select **Change this Reclaim Information** if you need to make any changes to the information.

**Certification**  
I certify that a copy of this document was mailed or delivered electronically or non-electronically on (date) **Aug-28-2014** to all attorneys and self-represented parties of record and that written consent for electronic delivery was received from all attorneys and self-represented parties receiving electronic delivery.  
Name and address of each party and attorney that copy was mailed or delivered to:  
**Law Offices of Atticus Finch - 225 Spring Street/Wethersfield, CT 06109**

For Court Use Only

Signed (Signature of filer) ► <b>JeanValJean</b>	Print or type name of person signing	Date signed <b>Aug-28-2014</b>
Mailing address (Number, street, town, state and zip code) <b>148 BONNIE MEADOW ROAD ROCKY HILL, CT 06067</b>	Telephone number <b>8605555555</b>	

\*If necessary, attach additional sheet or sheets with name and address which the copy was mailed or delivered to.

☒ Superior Court (Other than Family Support Magistrate Matters) ☐ Assigned for Trial ☐ Family Support Magistrate Matters

E-file this Reclaim

Cancel

Change this Reclaim Information

**Note:** Use the gray buttons that appear at the bottom of each page to move around the e-filing system. Do not use the back or forward buttons on your browser to go to another page. If you use the back button or the forward button on your browser, you may lose the information that you have entered in the e-filing system and have to start your filing again.

23. Choose **E-File this Reclaim** to file this reclaim form with the Court.

## File a Reclaim Electronically (continued)

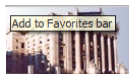

24. You will see the **Confirmation of E-Filed Transaction** page.

25. Print this **Confirmation** page for your records by choosing **Print This Page**.

e HHB-FA14-6023671-S Prefix/Suffix: [none]	PETRIE, LAURA M. v. PETRIE, ROBERT S. Case Type: F00	File Date: 08/27/2014	Return Date: 09/16/2014
<a href="#">Hide Instructions</a>	<b>You have successfully e-filed!</b>		
<small>This page is a confirmation of your e-filing. It shows the motions or objections that you have claimed or reclaimed, the date and time of the filing, the logged-in juris number or User ID, and the name and docket number of the case. Print or save a copy of this page for your records. To print a copy, choose the "Print" button. Once you have printed the copy, you can choose "Return to Case Detail" to go back to the case detail page or choose "E-file Reclaims on this case" to return to the page for selecting other motions or objections to reclaim, or choose "Back to E-Filing Menu" to return to the Civil/Family E-filing Menu, or "Logout" if you do not need to file any other papers.</small>			
<a href="#">Print This Page</a>			
<b>Confirmation of E-filed Transaction (print this page for your records)</b>			
Docket Number:	<a href="#">HHB-FA14-6023671-S</a>		
Case Name:	PETRIE, LAURA M. v. PETRIE, ROBERT S.		
Type of Transaction:	Short Calendar Reclaim		
Date Filed:	8/28/2014		
Short Calendar Reclaim By:	(JeanValJean)		
Motion(s) Reclaimed:			
Entry No	Description	Initiated By	
101.00	MOT ALIMNY-CUSTDY-SUPPRT	P	
<small>Superior Court (Other than Family Support Magistrate Matters)</small>			
Document Filed:	JD-CL-006 Short Calendar Reclaim		
Date and Time of Transaction:	8/28/2014 1:04:49 PM		
<a href="#">Return to Case Detail</a>		<a href="#">Return to Civil / Family Menu</a>	<a href="#">Reclaim Motions on this Case</a>
		<a href="#">Reclaim Motions on a Different Case</a>	

**Note:** The revised [Procedures and Technical Standards of E-Services](#) require you to keep a copy of the confirmation page. If you forget to print it, you can get a copy of the page by going to **My E-Filed Items**, entering the dates you filed documents, and then choosing **Details** on the right side of the item you have filed.

26. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:

 State of Connecticut Judicial Branch <b>Civil and Family E-Services</b>			
Logged-In User:		E-Ma	<a href="#">Logout</a>
e HHB-FA14-6023671-S Prefix/Suffix: [none]	PETRIE, LAURA M. v. PETRIE, ROBERT S. Case Type: F00	File Date: 08/27/2014	Return Date: 09/16/2014
<a href="#">Hide Instructions</a>	<b>You have successfully e-filed!</b>		

Need help? If you have any other questions about filing a reclaim on-line, call the E-Services Support Line at (866) 765-4452 or e-mail [EServices@jud.ct.gov](mailto:EServices@jud.ct.gov). If you have questions about your *court file*, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.